

DEPARTMENT OF COMMERCE CONSOLIDATED REPORTING SYSTEM (CRS)

END USER GUIDANCE FOR NOAA AND BIS

Minimum Level of Review:

As a minimum, end users should review the CRS Budgetary Resources and Obligation Status Report information for their organization each month.

Obtaining a UserID and Password for CRS Access:

To obtain end user access to the CRS or if a UserID or password problem is encountered, please contact the NOAA CRS Coordinator, Bob Wolin, on 301/427-1009 x134 or at bob.wolin@noaa.gov.

CRS Web Address:

<http://crs.ocs.doc.gov/index.jsp> This URL will display the CRS Introduction Screen shown below.

Consolidated Reporting System

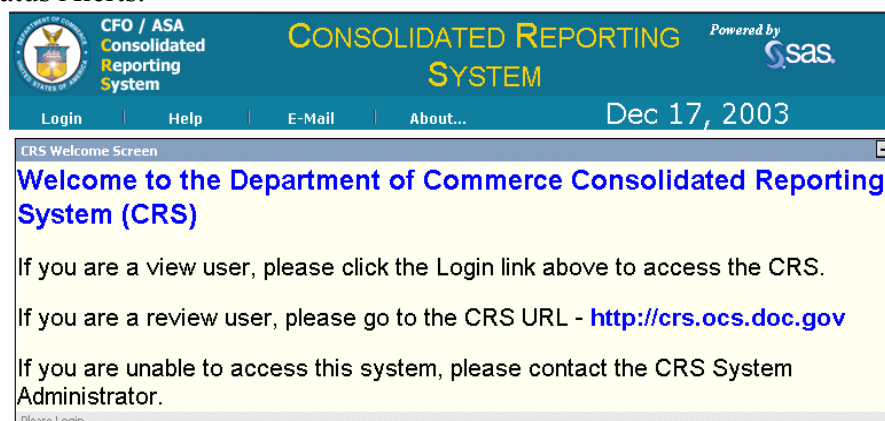
Welcome to the Dept. of Commerce Consolidated Reporting System

- [CRS Review Users Click Here](#)
- [CRS View Users Click Here](#)

As indicated, **end users** should click on the hyperlink, “CRS View Users Click Here” to open the CRS Welcome Screen.

Login into the CRS:

As indicated on the CRS Welcome Screen shown below, please click the Login Link at the top left of the screen to access the CRS Reports. Please note that the Welcome Screen sometimes displays important CRS Status Alerts.



The Login Link will open a box for entry of a UserID and Password as shown.

If this is your first time accessing the CRS, after entering your UserID and temporary password, the system will prompt you for a new password.

Rules for establishing a password are:

- Must be at least 8 characters and no more than 12 characters in length
- Must NOT contain UserID
- Must have at least one upper case and one lower case letter
- Must have at least one number
- Must have at least one special character (\$, %, ^, &, etc.)
- Examples: B8acf&dcB or 76BBaa\$\$

Establishing and Saving CRS User Preference Information:

The CRS allows users to display reports in a predetermined order based on a user defined preference.

To establish a user preference, after logging into the CRS, click on the Personalize: Contents/Layout Button on the upper right portion of the application screen.

The Content Layout Tool as shown below will be displayed.

The Content Layout Tool display is a representation of what and how data will be displayed in the CRS reports windows. The Upper Block of the Contents Layout Tool is used to indicate those reports which are not expected to be used and should not be displayed. The Left Content is used to indicate those reports that should be active and displayed at all times. The Right Content is used to indicate those reports which may or may not be used but should remain readily available.

To move a report from the upper block, highlight the report name, click on the appropriate (Left or

Right) Zone Indicator, and click on the Add Content Button.

To move a report between the Left Content and Right Content, highlight the report to be moved and click on the appropriate horizontal arrow.

To change the order in which reports are displayed within either the Right or Left Content, highlight the report name and press the appropriate vertical arrow to move the report name either up or down.

To save any changes and return to the reports window, click on the Save Layout Button and then click on the Close Window Button.

The prescribed content/layout for NOAA users is:

Upper Block: None

Left Content: Budgetary Resources and Obligations Status
 Human Resource Reports
 Executive Vacancy Status (Not available to all end users)
 Executive Positions Report (Not available to all end users)
 Workforce Status
 Procurement Reports
 Grants Status
 Grants Reports



Right Content: Purchase Card Status
 Financial Statements (Not available to all end users)
 Performance Metrics

Accessing CRS Reports:

Based on the predetermined user preference, certain reports will be displayed each time the CRS is accessed. Other reports, are represented by an icon which when clicked generate and display the report directly or in Adobe Acrobat (pdf) format.

For those reports that are always displayed, to enlarge the report to fill the complete window, click on the  icon on the right side of the grey criteria block of the report as shown below.



Budgetary Resources and Obligations Status						
Budgetary Resource and Obligations Status (in Thousands) As of 09/30/2003 All Fund Types and Fiscal Year 2003 and Bureau Name = NOAA						
Report View Fund Type Fiscal Year Column Expansion Row Expansion Go All BurrFndGrp All 2003 Bureau Standard Bureau Standard						
Bureau	Annual Budgetary Resources	Obligation FY to Date	Annual Budgetary Resources Available	BOP FY to Date	% BOP Obligated FY to Date	Status Alert
NOAA	\$3,194,574	\$3,987,476	\$-792,901	\$4,345,353	92%	Yellow 
Total	\$3,194,574	\$3,987,476	\$-792,901	\$4,345,353	92%	Yellow 

Budgetary Resources and Obligation Status Report:

The Budgetary Resources and Obligations Status Report initially displays data at the bureau level as show above. However, the Report can be modified to display data by Line Office (LO), Financial Management Center (FMC), and Fund within FMC. The Report can also be modified to display all funds, direct funds only, or reimbursable funds only.

To display data by LO and FMC, open the Report View Dropdown Menu and select Bur/Org1/Org2.

To select all funds, direct funds only, or reimbursable funds only, select the appropriate fund type from the Fund Type Dropdown Menu.

Next, click on the GO Button and then click on the Bureau Name within the report. The report below will be displayed (may need to be maximized).

Budget Operating Plan (BOP) and Obligations (in Thousands) As of 09/30/2003

Reset	Query	Sort	Total	Find	TopN	Subset	Export to Excel	Export to PDF
Bureau Name: NOAA								
Fiscal Year	2003							
Bureau Name	Budget	Obligations	Available balance	Percent Obligated				
NOAA	\$4,345,353	\$1,702,555	\$2,642,798	39.18%				
Bureau Name Total	\$4,345,353	\$1,702,555	\$2,642,798	39.18%				

Next, click on the Blue Right Arrow to display the LO's. The report below will be displayed.

Budget Operating Plan (BOP) and Obligations (in Thousands) As of 09/30/2003

Reset	Query	Sort	Total	Find	TopN	Subset	Export to Excel	Export to PDF
Bureau Name: NOAA								
Fiscal Year	2003							
Bureau Name	Organization 1 Name	Budget	Obligations	Available balance	Percent Obligated			
	CAMS SYSTEM - FINANCE USE ONLY	\$0	\$140	\$-140	.			
	FROM TRIAL	\$0	\$-2,729,192	\$2,729,192	.			
	NAT ENV SATELLITE DATA & INFO SERVICE	\$836,685	\$850,753	\$-14,068	101.68%			
	NAT. MARINE FISHERIES SER - OFF OF ASST	\$1,014,889	\$1,174,532	\$-159,643	115.73%			
	NATIONAL OCEAN SERVICE - ASST ADM	\$568,565	\$532,852	\$35,713	93.72%			

Next, click on the appropriate Blue Right Arrow to display FMC's as shown below.

OFFICE OF FINANCE AND ADMINISTRATION	ACQUISITION GRANTS & FACILITIES SERV OF	➔	\$0	\$16	\$-16	.
	ACQUISITION AND GRANTS OFFICE	➔	\$6,862	\$10,904	\$-4,042	158.90%
	AUDIT INTERNAL CONTROL & INFO MGMT OFC	➔	\$1,235	\$1,376	\$-141	111.41%
	BUDGET OFFICE	➔	\$98,621	\$14,588	\$84,034	14.79%
	CENTRAL ADMINISTRATIVE SUPPORT CENTER	➔	\$14,125	\$16,507	\$-2,382	116.86%
	CIVIL RIGHTS OFFICE	➔	\$6,705	\$3,817	\$2,887	56.93%
	COMMON SERVICES	➔	\$48,095	\$39,427	\$8,668	81.98%
	DIVERSITY PROGRAM OFFICE	➔	\$1,615	\$1,009	\$606	62.50%
	EASTERN ADMINISTRATIVE SUPPORT CENTER	➔	\$4,617	\$7,041	\$-2,423	152.49%
	ENV COMPLIANCE/HEALTH/SAFETY/SECURITY	➔	\$2,813	\$4,665	\$-1,852	165.83%
	FACILITIES OFFICE	➔	\$0	\$23,525	\$-23,525	.
	FINANCE OFFICE	➔	\$15,507	\$25,746	\$-10,239	166.03%

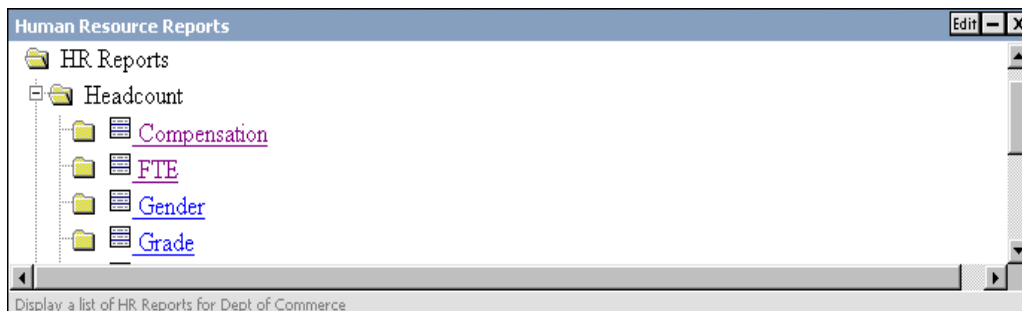
Continuing to click on the appropriate Blue Right Arrows will display lower levels of detail for Fund Group, Fund Name, Activity Name, Sub Activity Name, and Object Class Summary Name.

To return to previously viewed higher level reports, click on the appropriate Blue Left Arrow.

Human Resources Reports:

The CRS contains a number of Human Resources Reports. These reports are initially displayed as icons and require the selection of parameters prior to report generation.

The initial icon display is shown below.



To generate an FTE Report, first click on the Headcount icon which will display a listing of available reports which include FTE, Gender, Grade, Hours, PATCO, Race, Supervisor, and Turnover. Upon clicking on a report name the following parameter screen will be displayed.

HR Reports

Step 1. Select Organization/Levels (Search entire department by not selecting any):

Bureau	Org Code - Level 2	Org Code - Level 3
BEA	AD FOR NATIONAL ECONOMIC ACNTS	A/S & DIR GENERAL FOR US&FCS
BIS	ADMINISTRATION	A/S FOR MARKET ACCESS & COMPL
CENSUS	ASSOC DIR FOR INDUSTRY ACNTS	A/S FOR TRADE DEVELOPMENT
EDA	ASSOC DIR FOR INTNATL ECON	ACQUISITION AND GRANTS OFC
ESA	ASSOC DIR FOR REGIONAL ECON	ACQUISITIONS DIVISION
ITA	ASSOC DIRECTOR FOR PROGRAMS	ADMIN FOR SPACE ACQUISITION
MBDA	ASSOC DIRECTOR FOR MGMT	ADMINISTRATIVE SVC DIVISION
NIST	ASSOC DR LEG, ED AND INTERGOV	ADVANCED TECHNOLOGY PROGRAM
NOAA	ASST DIR FOR MGMT AND CAO	AERONOMY LAB
NTIA	ASST SEC FOR COMM & INFO	AIR RESOURCES LAB
NTIS	ASST SEC LEGIS&INTERGOVTL AFF	AIRCRAFT OPERATIONS CENTER
O/S	ATLANTA REGIONAL OFFICE	AK FISHERIES SCIENCE CENTER
OIG	AUSTIN REGIONAL OFFICE	ALASKA REGION
PTO	CHEMICAL SCIENCE AND TECH LAB	ALASKA REGION, NMFS
TA	CHICAGO REGIONAL OFFICE	ALPHA TEAM

Step 2. Select Time Span:

Select Fiscal Year(s)	Fiscal Pay Period
2003	All
	26
	25
	24
	23

Step 3. Select output group(s):

Down/Rows	Across/Columns
Pay Period Number	None
None	None

Display Options:

Row Totals	Column Totals
On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>

submit
reset

Using the parameter screen above, to generate an FTE Report, as indicated in Step 1, select a Bureau, Org Code - Level 2 (LO), and Org Code - Level 3 (FMC).

Select a Fiscal Year and Pay Period within the Fiscal Year or all Pay Periods as indicated in Step 2. Select an Output Group(s) (at least one must be selected) as indicated in Step 3.

Next, click on the Submit Button to generate the report.

The report below will now be generated.



**Count of Pay Period Fiscal Year and
OFC OF FINANCE AND ADMIN,
2003, PayPeriod 20**

	Full-Time Employee Count	Part-Time Employee Count	Other Employee Count
Pay Period Fiscal Year			
2003	898	13	3
Total	898	13	3

Data Source: Dept. of Commerce

All, Human Resources Reports can be generated using the procedure above.

Procurement Reports:

The Procurement Reports, of which there are currently three, Top 25 Vendors, FY XXXX Socio-Economic Report, and FY XXXX Contract Obligations, will be displayed in pdf (Adobe Acrobat) format by clicking on the report name.

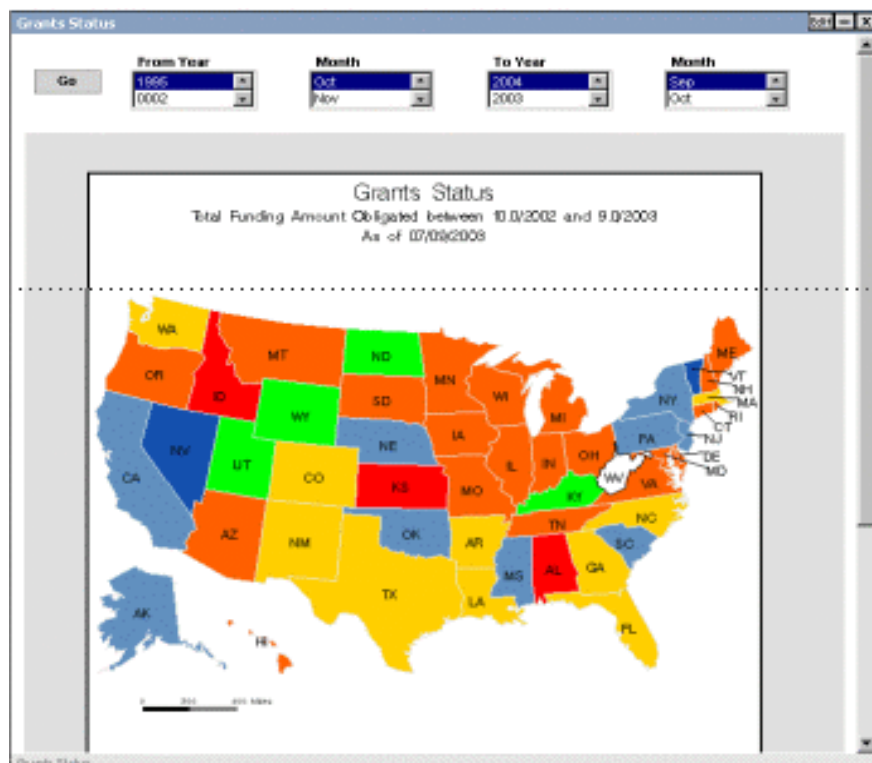
The Top 25 Vendors Report is shown below.

**TOP 25 VENDORS BY DOLLARS OBLIGATED
(10/1/02 thru 07/31/03)**

<u>DUNS Number</u>	<u>Contractor/Vendor</u>	<u>Total Amount Obligated</u>	<u>Bureaus</u>
1 088730015	GUARDIAN SECURITY SERVICES	\$229,089,000.00	NOAA
2 119074631	DIVERSIFIED TECHNOLOGY	\$43,784,000.00	PTO
3 884918947	REED TECHNOLOGY	\$40,000,000.00	PTO
4 161579222	TR SYSTEMS DBA TRAWICK ASSOIC	\$22,390,899.00	PTO
5 127188683	CHUGACH SYSTEMS INTEGRATION	\$18,359,208.00	PTO
6 125123393	COMPUTER SCIENCES CORPORATION	\$14,343,998.00	PTO
7 192193647	LOCKHEED MARTIN	\$12,459,240.00	PTO
8 180761934	CASCADE GENERAL, INC.	\$11,126,724.00	NOAA
9 107939357	BMS SOFTWARE INC	\$9,951,820.00	PTO,NIST,NOAA
10 061323663	GALAXY SCIENTIFIC CORPORATION	\$8,027,010.00	PTO
11 049450336	PEPCO	\$7,904,846.00	NIST
12 106267958	TECHNOLOGY INTEGRATION Goup	\$7,694,032.00	PTO
13 046879974	EXPERT CHOICE	\$6,881,962.00	NOAA
14 782847107	SMI International	\$6,299,713.00	NOAA
15 848666991	LEXIS-NEXIS	\$6,156,950.00	PTO
16 004435470	ASRC AEROSPACE CORPORATION	\$6,138,794.00	PTO
17 161638226	ASHLAND ELECTRIC PRODUCTS INC	\$5,947,500.00	NOAA
18 786823575	JESKELL INC	\$5,428,282.00	PTO
19 858485758	ACCENTURE LLP	\$5,275,832.00	OS,NOAA
20 802317438	RAYTHEON E-SYSTEMS	\$5,261,490.00	NOAA
21 181986670	SIGNAL CORP.	\$5,259,902.00	PTO
22 003108797	CLARK GILFORD A JOINT VENTURE	\$4,700,249.00	NIST
23 188532741	AMERICAN MANAGEMENT SYSTEMS	\$4,433,131.00	PTO
24 786457689	NEXTIRAONE FEDERAL, LLC	\$4,050,000.00	PTO
25 074885422	DIALOG CORPORATION	\$3,980,000.00	PTO

Grants Status Reports:

The Grants Status Reports are initially displayed as a State Map as shown below.



As shown, the period covered by the report can be modified using the dropdown menu parameters at the top of the report. A report of detailed Grantee data for each State can be obtained by clicking on the State within the map.

Grants Reports:

The Grants Reports provide grantee data down to the congressional district. Clicking on the Grants Detail icon will display a six step parameters screen as shown below. Completion of the screen will provide grants data reflecting the parameters selected.

Create Query	Show Tabulate	Chart Wizard	Map Wizard	Download to CSV	Download
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Grants Reports

Step 1. Select Bureau

bureau (You must select at least one)

All
EDA
ITA
MBDA
NIST

Step 2. Select Geographical Region

State (You must select at least one)

All
ALABAMA
ALASKA
AMERICAN SAMOA
ARIZONA

State Filter

County (You must select at least one)

All

City (You must select at least one)

All

Zipcode (You must select at least one)

All

Congressional District (You must select at least one)

All

Step 3. Select Time Span

From Year (You must select one)

1995
2002

To Year (You must select one)

2004
2003

Month (You must select one)

Jul
Aug
Sep
Oct
Nov
Dec

Month (You must select one)

Jul
Aug
Sep
Oct
Nov
Dec

Step 4. Select Grant type Characteristics (Optional)

Recipient Type

All
All Other
City or Township Government

Assistance Transaction Type

All
Block Grant(A)
Formula Grant(A)
Project Grant(B)
Cooperative Agreement(B)

Minority Serving Institution

All
Not an MSI
HBCU (Historically Black College or University)
HSI (Hispanic Serving Institution)
TCU (Tribal College or University)

Step 5. Select Display Variables (You must select at least one down variable)

Down/Columns

none

Across/Rows

none

Step 6. Select Type of Analysis (You must select at least one)

Analysis

All
Count (Frequency)
Federal Funding Amount
Non-Federal Funding Amount

Sort

☒ None
☐ Ascending
☐ Descending

Sort Variables

Count (Frequency)
Federal Funding Amount
Non-Federal Funding Amount
Total Funding Amount

Statistics

Sum
Percent

submit reset

Purchase Card Status Reports:

The Purchase Card Status Report initially displays data at the bureau level as show below. However, the Report can be modified to display data by Line Office (LO), Financial Management Center (FMC), Fund within FMC, Activity, Sub Activity, and Major Object Class.

Purchase Card Status (in Thousands) As of 09/30/2003						
Fiscal Year 2003 and Bureau Name = NOAA						
<div> Go All Report View: Bur/FndGrp Fiscal Year: 2003 Column Expansion: Bureau Standard Row Expansion: Bureau Standard </div>						
Bureau	YTD Dollars Spent	YTD # Transactions	Total Reconciled	% Transactions Reconciled	YTD Personal Property	% Total Personal Property
NOAA	\$82,985	220,130	\$70,044	84%	\$12,302	15%
Total	\$82,985	220,130	\$70,044	84%	\$12,302	15%

To display data by LO and FMC open the Report View Dropdown Menu and select Bur/Org1/Org2.

Next, click on the GO button and then click on the Bureau Name within the report. The report below will be displayed (may need to be maximized).

Purchase Card Status (in Thousands) As of 09/30/2003										
Reset Query Sort Total Find TopN Subset Export to Excel Export to PDF										
Bureau Name: NOAA										
Fiscal Year of General Ledger	2003									
Bureau Name	Total Purchases	Total Transactions	Total Purchases Reconciled	Percent Purchases Reconciled	Total Transactions Reconciled	Percent Transactions Reconciled	Total Property Purchases	Percent Property of Total Purchases	Total Property Transactions	Percent Property of Total Transactions
NOAA ➡	\$82,985	220130	\$70,044	84.41%	187555	85.20%	\$12,302	14.82%	4703	2.14%
Bureau Name ➡	\$82,985	220130	\$70,044	84.41%	187555	85.20%	\$12,302	14.82%	4703	2.14%
Total										

To display data at the FMC level, click on the blue right arrow to the right of the Line Office Name.

To display data at the Fund level, click on the blue right arrow to the right of the FMC Name.

To display data at the Activity level, click on the blue right arrow to the right of the Fund Name.

To display data at the Sub-Activity Level click on the blue right arrow to the right of the Activity Name.

To display data at the Major Object Class Level, click on the blue right arrow to the right of the Sub-Activity name.

To return to previously viewed higher level reports, click on the appropriate Blue Left Arrow.

Other CRS Reports:

Most other CRS Reports are opened upon accessing the CRS or are opened by clicking on the report icon. Some reports shown in the Content Layout Tool are not available to all CRS End Users.

NOAA Data Reviewers/Validators:

The NOAA CRS Data Reviewers/Validators are:

OAR - Mark Blades (301/713-2454 x143)
OAR - Dawn Defiore (301/713-2454 x183)
OAR - Carol Hagey (301/713-2454)
OMAO - Linda Rubio (301/713-3425 x185)
OMAO - Lisa Zuckerberg (301/713-3425 x190)
OSEC - Shirley Battaglini (202/482-0814)
NESDIS - Joan Bolton (301/713-3304)
NESDIS - Christopher Cartwright (301/713-9230)
NFA - Gwendolyn Roach (202/482-2781)
NMFS - Maureen Pulver (301/713-2245 x102)
NOAA Budget Office - Lan Bui (202/482-3939)
NOS - Kathy Salter (301/713-2989 x116)
NWS - Violet Foster (301/713-1015 x124)

For information concerning your Line Office data, please contact your Line Office Reviewer/Validator identified above.